

Election Worker News

Montgomery County Board of Elections December 2015

Dates to Remember

**Hands-On Training
Begins**
January 19, 2016

**Deadline to Sign
Up to Work
Primary**
March 28, 2016

**Voter Registration
& Party Affiliation
Deadline**
April 5, 2016

Early Voting
April 14 – 21, 2016

**Chief Judge
Briefings**
April 22 – 23, 2016

**Chief Judge
Supply Pickup**
April 23, 2016

**Pre-Election
Meeting at Your
Precinct**
April 25, 2016

**Primary
Election Day !**
**April 26,
2016**

A Message from our Board...

Thank you for your interest in serving our community in this vital role in the democratic process. The election of the President, US Senator, Congress, and other offices by the citizens of our community only occurs with the aid of the many Election Workers serving at the Early Voting Centers and neighborhood polling places on Election Day. Please take time to complete the application online and help our community in elections for 2016. Enjoy the holidays and hope to see you next year at the polls.

Jim Shalleck
President of the
Montgomery County
Board of Elections

The Recruitment and Training team wants to welcome everyone who has signed up to work this election. Under Maryland law a new application is required for each election cycle. To make the process easier for you and to cut down on the time it takes for us to receive and process applications, we encourage you to submit your application online.

Please let us know if you need help logging in or completing the application; we're here for YOU. (Note: Firefox is not compatible with our online program, please use a different browser.)

Getting Started

The first step is to complete your **2016 Election Worker Questionnaire /Application** online. You may also download, print and fill out a paper application to mail to us at the address shown on page 5.

- Go to the Montgomery County Board of Elections website www.777vote.org and click on **Election Workers** (on the left of the screen). Next click on **EJ Connection** to open the login page.
- Enter your User Name and Password (provided by BOE) to open the Election Worker Dashboard. To avoid login errors do not copy and paste; type in the login information.

Election Worker News

Montgomery County Board of Elections December 2015

Getting Started

- Click on **Questionnaire** in the **ACTION** box to open the application screen. Complete the application by clicking NEXT to navigate through each page. Review the Summary of your information on page 4. If everything is correct click NEXT to continue. Click PREVIOUS to go back to change your responses.
- In Section F, read the Affirmation statement and click on the circle to confirm your agreement. Click on **Submit**. Congratulations, you're finished! You will receive a "thank you" message immediately on the screen and an email confirmation within a few minutes.

Note: If your application has name, address or party affiliation changes (which affect your voter registration) you will see a message directing you to print, sign and submit an Update Form. Click on the EJ Update Form button to open and print the pre-filled form. If you forget to print the form at that time, you can log back into the dashboard to print it. **We must receive your signed form to process your application;** fax it to 240-777-8578 or scan and email it to election.judge@montgomerycountymd.gov.

The next step is to complete your training.

Training

Training consists of two stages – Stage I online training quiz and Stage II in-person, hands-on training.

- **All Workers** will need to complete the online training before scheduling their hands-on training. Once you have passed the training quiz, your Recruiter will provide you with information to schedule your hands-on training.

Stage I - Online Training Quiz

This portion of the training is required and has been designed to complement the hands-on training and enhance your preparation for Election Day. Follow these steps:

Go to our Website

Click on this hyperlink **www.777vote.org**

Click on "**Election Workers**", on the left of the screen, to expand the list of choices. Click on "**EJ Connection**" and enter your Username and Password (as provided by BOE).

Once you are logged in, follow these steps

- 1) Click on "**Training Materials**" to open the Election Judge Manual.
- 2) Click on and read **Chapters 1 through 4**.
- 3) Click on and watch the video "*Assisting Voters with Disabilities*".

Election Worker News

Montgomery County Board of Elections December 2015

When you feel ready to take the quiz

- 1) Log back into the Election Worker Program.
- 2) Click on "**Training Materials.**"
- 3) Click on "**2016 Election Worker Training Quiz**" to open the quiz.
- 4) Follow the instructions for taking the quiz.
- 5) We recommend that you keep a copy of your answers, so print the quiz before you hit Submit.
- 6) When finished, click "**Submit**" to send the quiz to the Board of Elections. Please press the Submit button only once.

***Don't have a computer?
Call 240-777-8533 to make an appointment to take
the training quiz in person in our Gaithersburg
office.***

Stage II - Hands-On Training

Scheduling

Hands-on training for the Primary Election will begin **January 18, 2016**. We will use our online scheduling feature for the hands-on training, allowing workers to select and schedule a class and location that best matches their schedule. Most classes will be held at our Gaithersburg office. However, a limited number of classes will be held at:

- The Silver Spring Civic Building
- Montgomery College, Rockville Campus
- Montgomery College, Takoma Park Campus

Class Format

Because the State of Maryland is using new voting equipment **all** election workers, regardless of prior service, will attend a new training class.

The course is a combination of lecture and hands-on training. Students will receive instruction on the procedures, processes and responsibilities of the precinct team and their specific position. Students will work individually and in

Election Worker News

Montgomery County Board of Elections December 2015

pairs to set up, operate and close the voting equipment and to complete practice exercises and forms.

We strongly encourage you to review each chapter of the Election Judge Manual prior to attending class.

Election Day Assignments

Remember that you must complete all required training to be eligible to serve. In order to ensure that we have enough workers assigned to every precinct, we ask that you complete your training as soon as possible; especially if you would like to work in your own voting precinct. You will get an email when you have been assigned.

Each precinct has a limited number of positions. Workers who wait to complete their training will be assigned to precincts that have vacancies closest to their homes or asked to serve as a Standby Worker.

Working Early Voting

Workers interested in working at one of the Early Voting centers between April 14 and 21, 2016, must meet the following qualifications to be considered:

- 1) Able to complete their Election Day hands-on training by **February 20, 2016;**
- 2) Able to complete their Early Voting training class by **March 18, 2016.**

If you meet the above qualifications please notify our Early Voting Recruiter Patricia Sellner by email at patricia.sellner@montgomerycountymd.gov.

Those selected for Early Voting will be notified during the week of March 28th.

Election Worker News

Montgomery County Board of Elections December 2015

Contacting Us

Do you need to reach your Recruiter? Here are their email addresses and telephone numbers. Please call the person for your **District**-Precinct (eg. **01**-01 or **13**-44).

Recruiters:

- Districts 1, 2, 3, 9, 11 and 12
Bernisa Terrell-Minor
240-777-8576, Bernisa.terrell-minor@montgomerycountymd.gov
- District 13
Iris Gripper
240-777-8572, Iris.gripper@montgomerycountymd.gov
- District 4 and 7
Jessica Jones
240-777-8577, Jessica.jones@montgomerycountymd.gov
- Districts 5, 6, 8 and 10
Deborah Hamer
240-777-8571, Deborah.hamer@montgomerycountymd.gov
- Early Voting
Patricia Sellner
240-777-8656, Patricia.sellner@montgomerycountymd.gov
- **General Questions** – Call 240-777-8533, Fax 240-777-8578 or email us at election.worker@montgomerycountymd.gov. **Website:** www.777vote.org.
- **Mailing Address**
Montgomery County Board of Elections
Election Worker Program
P.O. Box 4710
Rockville, MD 20849-4710

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Follow us on Twitter @777vote

Election Worker News

Montgomery County Board of Elections December 2015

Important Information

- **Keeping us informed** – Please keep your voter registration and contact information current. Phone numbers and email addresses will only be released to the Chief Judges for election related use. Notify us of any information changes by completing an Election Worker Personal Information Update Form, available on our website (login, click on "Resources", then select "Update Contact Information"). Send your form by mail, email or fax.
- **Future Vote Student Aides** - School-age students, grades 6-12, can serve as Election Day student aides for 2016 elections. The program's intent is to educate, strengthen and increase ties related to civic participation. Interested parents/guardians can register their student(s) online by visiting the Montgomery County Board of Elections' website. For additional information, email future.vote@montgomerycountymd.gov. Note that students 17 years old by April 26, 2016 are eligible to work either as an election worker for payment or to earn SSL credits through the Future Vote Program.
- **Bilingual election workers are needed** - As mandated by Section 203 of the 1975 Voting Rights Act workers with Spanish speaking fluency are needed in every precinct. **We are also looking for workers that speak Chinese, French, Korean and Vietnamese.** Please indicate all languages on your application. Contact Gilberto Zelaya for more information 240-777-8532 or email him at gilberto.zelaya@montgomerycountymd.gov.
- **Manna Food Drive to be held during training.** Once again we are partnering with Manna to help feed county residents. Please join us in this much needed effort by bringing a non-perishable food item to your scheduled training class.



Vote Early
Your Time ♦ Your Voice ♦ Your Vote

Election Worker News

Montgomery County Board of Elections December 2015

Your Vote

All election workers are asked to vote either by absentee ballot or during the early voting period.

Chief and Voting Operation judges who are **not** assigned to work in their voting precinct must vote by absentee ballot or during early voting (or cast a provisional ballot in their work precinct), since they will be unable to go to their voting precinct on Election Day.

- **Absentee Ballot** – Complete, sign and submit an Absentee Ballot Application as soon as possible. The Absentee office will send you the appropriate ballot to vote. Your ballot must be returned to the office or postmarked (by the Postal Service) by Election Day. **Absentee ballots cannot be left at the polls for return to BOE;** this is prohibited by Maryland law.
- **Early Voting** - Vote at one of the county's early voting centers between Thursday April 14 and Thursday April 21, 2016. Voting hours are 10:00 a.m. to 8:00 p.m.
 - **Mid-County Community Recreation Center (EV-1)**
2004 Queensguard Road, Silver Spring, MD 20906
 - **Executive Office Building (EV-2)**
101 Monroe Street, Rockville, MD 20850
 - **Germantown Community Recreation Center (EV-3)**
18905 Kingsview Road, Germantown, MD 20874
 - **Marilyn J. Praisner Community Center (EV-4)**
14906 Old Columbia Pike, Burtonsville, MD 20866
 - **Silver Spring Civic Building (EV-5)**
One Veteran's Place, Silver Spring, MD 20910
 - **Activity Center at Bohrer Park (EV-6)**
506 S. Frederick Avenue, Gaithersburg, MD 20877
 - **Damascus Community Recreation Center (EV-7)**
25520 Oak Drive, Damascus, MD 20872
 - **Jane Lawton Community Recreation Center (EV-8)**
4301 Willow Lane, Chevy Chase, MD 20815

- **Wheaton Volunteer Rescue Squad Ballroom (EV-9)**
2400 Arcola Avenue, Wheaton, MD 20902

The Montgomery County Board of Elections also voted to request authority from the State of Maryland to establish a tenth early voting site at the Potomac Community Recreation Center, if permitted by law for the 2016 Presidential Elections. Questions? See our website at www.777vote.org or send an email to elections@montgomerycountymd.gov.